

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Farm, Tract, and Crop Data 3-CM (Revision 4)	Amendment 4
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 62, subparagraphs 171 C and G, Exhibit 10, and Exhibit 14, paragraph C have been amended to update paragraph references.

Subparagraph 65 B has been amended to provide special rules for CRP contracts that have a division of shares.

Subparagraphs 68 A and B have been amended to correct the transferring County Offices action for out-of-state transfers.

Subparagraph 91 B has been amended to correct the instructions for accessing farm records.

Subparagraph 112 D has been amended to provide instructions for State Offices to request update access to FRS for State Office employees.

Subparagraph 152 C has been amended to provide the double-crop validation.

Subparagraph 152 E has been added to provide instructions for adjusting double-crop acres after enrolling in a CRP contract.

Subparagraph 170 C has been amended to provide a reference to 1-DCP for adjusting base acres and yields.

Part 12 has been added to provide instructions for printing System 36 queries.

Amendment Transmittal

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Section 2 In and Out Transfers

62 Initiating Transfer**A Who Initiates Transfer**

A farm transfer may be initiated by:

- either the receiving or the transferring COC
- the operator or owner.

B Completing FSA-179

Complete FSA-179, according to Exhibit 10, to initiate the transfer. Prepare:

- 3 copies for within-State transfers
- 4 copies for out-of-State transfers.

Note: All owners and operator **must** sign FSA-179.

63 Transfers Between Counties**A Approving Transfers Between Counties**

A transfer between counties **cannot** be approved unless **both** of the following apply:

- land is combined in the receiving county and meets criteria for being a farm according to 2-CM

Note: Farms being transferred according to paragraph 51, where all the land on the farm is physically located in 1 county but the County Office where the farm is physically located has been closed and the timeframe to request a change of administrative county has not yet passed, do not need to be combined with any other farm in the receiving county.

- any of the situations in subparagraph 51 B or paragraph 54 are met.

B Authority

COC may delegate to CED the authority to approve in and out transfers of land between counties.

C DAFP Approval

Any requests for in- and out-transfers that do not meet the criteria in subparagraph A can be submitted to DAFP for approval.

65 Timing for Transfer

A Basic Rule

Records **cannot** be transferred, until the next FY, if DCP payments have been issued for the farm. Payment history is tied to the farm number, crop, and producer that received the DCP payment.

Note: If **all** DCP payments on the farm are voluntarily refunded, the farm may be transferred.

The transfer of records is effective for the next program, crop, or FY, as applicable, for the program.

- The new administrative County Office selected by the producer will handle all new activity for the next program year or FY.
- The current administrative County Office will continue to handle:
 - any prior or current FY DCP payments or overpayments
 - crop loan and LDP requests and servicing for current and prior crop years
 - pending appeals for current or prior years.

B Implications for Records

County Offices must use good judgment when transferring records. It may be necessary to delay the deletion of farm records from the transferring County Office to permit continued:

- *--price support activity for current and prior crop year loans and LDP's
- CRP contract payment activity for current program year records shall not be--* transferred or deleted if a DCP payment has been issued and has not been refunded.

66 Records to Transfer**A Overview**

If an in and out transfer is approved according to paragraph 63, follow this paragraph to determine which records are to be transferred.

B Conservation Files

Send FSA-179, all of the following farm records, and only copies of the producer records, if the producer still has other interests in the transferring county.

For annual program, completed practices, send:

- all conservation files including:
 - AD-1026
 - FSA-211
 - NRCS-CPA-026
 - NRCS-CPA-027
- lifespan records
- correspondence.

For annual program, incomplete practices, send photocopies of:

- AD-245 and AD-862
- other related documentation.

Note: Original AD-245 and AD-862 will remain in the transferring County Office until final performance and payment have been completed. These forms shall then be transferred to the receiving County Office. Receiving County Office will update lifespan records.

67 Handling Within-State Transfers (Continued)

C Receiving County Action (Continued)

IF transfer...	THEN...
was approved by the transferring County Office (Continued)	if disapproved: <ul style="list-style-type: none"> • record the reason for disapproval • notify owners and operators of the action taken with the reason for disapproval • provide appeal rights according to 1-APP • return all records to the transferring County Office if the transfer remains disapproved after reconsideration.
has been disapproved by the transferring County Office	submit the request to STC for a determination. See subparagraph D.

D Handling Disagreements

If the receiving COC and transferring COC do **not** agree on the request for transfer:

- STC shall make a determination
- the County Office shall forward the request for transfer to the State Office.

If the receiving STC and transferring STC do not agree on the request for transfer:

- DAFP shall make the final determination
- the State Office shall forward the request for transfer to DAFP.

68 Handling Out-of-State Transfers

A Initiating County Action

Use the following table for initiating county action.

*--

IF transfer is initiated in the...	THEN the initiating County Office shall...
receiving County Office	<ul style="list-style-type: none"> • complete FSA-179, Part A • send all FSA-179 copies to the transferring County Office.
transferring County Office	<ul style="list-style-type: none"> • complete FSA-179, Parts A and B • send all FSA-179 copies to the transferring State Office.

--*

Note: COC may redelegate authority to CED to approve in and out transfers between States.

68 Handling Out-of-State Transfers (Continued)

B Transferring County Action

Use the following table for transferring county action.

IF transfer was initiated in the...	*--THEN the initiating County Office shall...--*
receiving County Office	<ul style="list-style-type: none"> • complete FSA-179, Part B • indicate recommendation for approval or disapproval on FSA-179, item 11A with reason if disapproved • if approved: <ul style="list-style-type: none"> • send all FSA-179 copies and pertinent farm records to the transferring State Office • notify the receiving office of all outstanding debts and producer offset requests • keep all outstanding debts and offset requests until debt reaches claim status Exception: Price support claims will not be transferred. Inform the receiving county of these debts for offset purposes. • transfer remaining claim balance using ACS claim transfer function according to 64 FI, Part 9 • if disapproved, send disapproved FSA-179 back to the receiving County Office.
transferring County Office	<ul style="list-style-type: none"> • complete FSA-179, Parts A and B • indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved • if approved by transferring County Office, send all FSA-179 *--copies to the transferring State Office. • wait for approval by transferring State Office; if approved by transferring State Office the transferring County Office shall: <ul style="list-style-type: none"> • send pertinent farm records to the transferring State Office--* • notify the receiving office of all outstanding debts and producer offset requests

68 Handling Out-of-State Transfers (Continued)

B Transferring County Action (Continued)

IF transfer was initiated in the...	*--THEN the initiating County Office shall...--*
transferring County Office (Continued)	<ul style="list-style-type: none"> • keep all outstanding debts and offset requests until debt reaches claim status <p>Exception: Price support claims will not be transferred. Inform the receiving county of these debts for offset purposes.</p> <ul style="list-style-type: none"> • transfer remaining claim balance using ACS claim transfer function according to 64 FI, Part 9 • if disapproved by receiving State Office, submit the request to DAFP for a determination. See subparagraph F.

C Transferring State Action

The transferring State shall:

- indicate recommendation for approval or disapproval on FSA-179, Part D with reason if disapproved
- send all FSA-179 copies and farm records to the receiving State Office
- complete the following actions for conservation allocations:
 - reduce the transferring County Office's allocation on the State ledger
 - reduce the State allocation on the State ledger
 - return funds to the National Office.

Note: National Office will send the funds to the appropriate State Office.

Part 4 FRS

91 Accessing Farm Records

A Overview

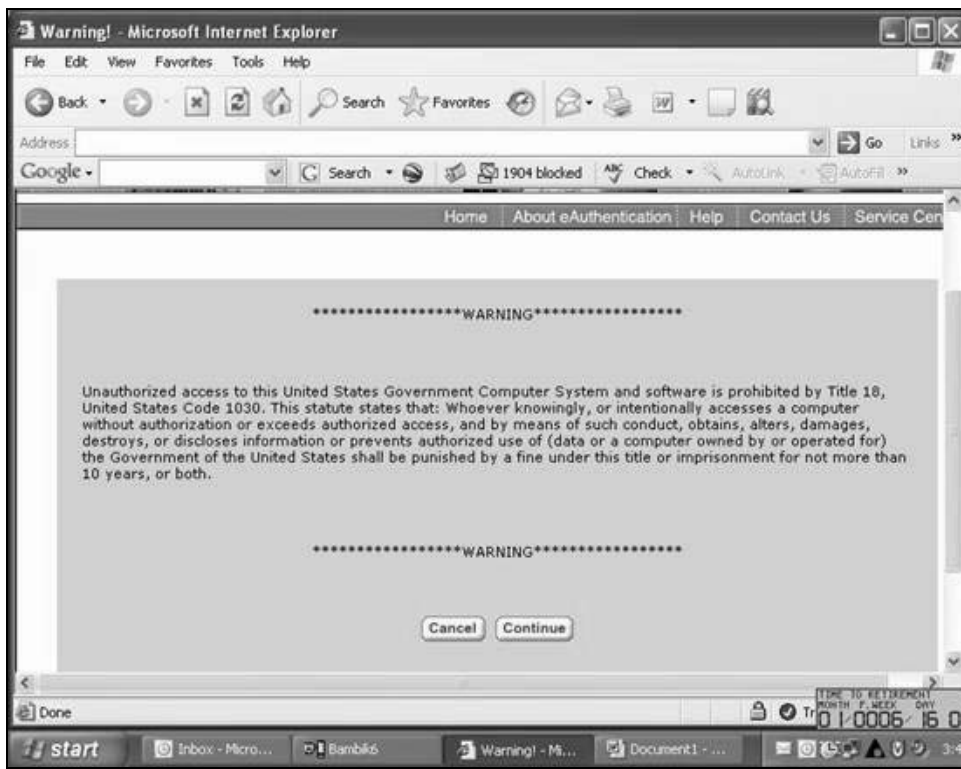
FRS is web-based software with a centralized database. Farm records will be updated by County Office employees.

In this part, the term “user” refers to County Office employee except where specifically noted.

B Accessing FRS

*--Access FRS by doing the following.

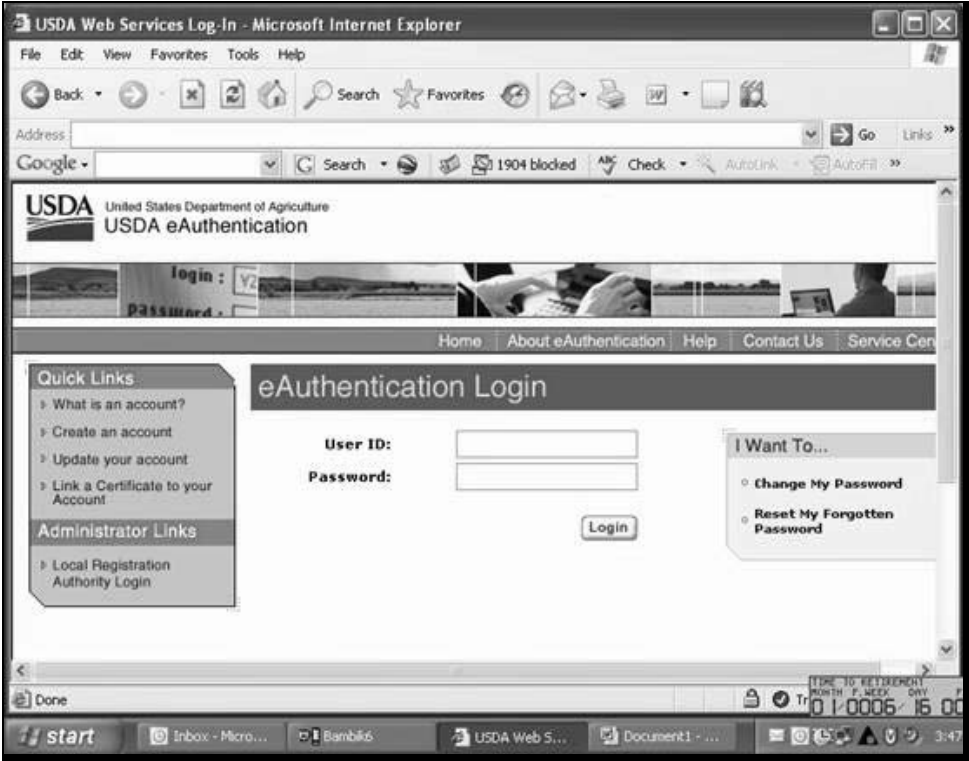
Step	Action
1	Access farm records through the FSA Intranet at--* http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html .
2	Under Common Applications, click on “Farm Records”.
3	Users will receive the following USDA eAuthentication Warning Screen. Click “Continue” to proceed or “Cancel” to end the process. *--Note: Internet Explorer shall be used when accessing FRS.--*



91 Accessing Farm Records (Continued)

B Accessing FRS (Continued)

*--

Step	Action
4	<p>If users click “Continue”, users must:</p> <ul style="list-style-type: none"> • enter eAuthentication user ID • enter eAuthentication password • click on “Login” button. 

--*

Section 2 Action

112 Update

A Overview

To make changes to existing farm or tract data, the user must select “Update” on the Farm Selection Screen. Update capability is only available in a user’s home County Office.

B Single County Office Users

Users in single County Offices will only have update capability in the county to which the logged in user is assigned.

C Combined County Office Users

Users in a combined County Office will have update capability in all counties in the combination. Refer to each part in this handbook for specific information relevant to combined County Offices.

D State Office Users

*--State Office users can obtain update access to FRS according to the following:

- provide the National Office with all State Office employees who are to have access, and include the following:
 - State Office name
 - employee’s legal first and last name
 - employee’s USDA eAuthentication user ID

Note: This procedure also applies to DD’s that are State Office employees.

- FAX information to 202-720-0051, Attn: Neeru Gulati

Note: Include on the FAX that “the request is for Farm Record Management System access”.

- contact PECD, Common Provisions Branch at 202-720-6602 with any questions or concerns.

Note: Additional employees can be added any time by requesting access according to this subparagraph.--*

113 Display Only

A Overview

To display existing farm, tract, and crop data for any farm in the Nation, the user must select “Display Only” on the Farm Selection Screen and press the “Select County” button. The Select a State and County Screen will be displayed.

B Example of Select a State and County Screen

Following is an example of the Select a State and County Screen.

USDA United States Department of Agriculture
Farm Service Agency

Farm Records
Management System

Links
Farm Records Links
Home Page
Farm Data Management
Reconstitutions
Farm
Tract
Reports
Log Out

Select a State and a County

STATE	COUNTY	YEAR	FARM	TRACT
Not selected	Not selected	Not selected	Not selected	Not selected

State:

County:

Note: Users shall select a State from the “State” drop-down box and press the “List Counties” button. Once the list of counties is available, users shall select a county from the “County” drop-down box and press “Submit”.

114-117 (Reserved)

152 Tract Data Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Tract Data Screen.

Field/Button	Description	Action
Description	The description for the tract. This is a tool to assist County Offices with finding the correct tract.	Enter the tract description. Enter any combination of letters, numbers, and special characters. The description cannot exceed 50 characters. An entry is required in this field.
Wetland Cert	Indicates whether the tract has a certified wetland.	Select “Yes”, “No”, or “Partial”.
Year Cert	Indicates the year that the wetland was certified.	If “Wetland Cert” is: <ul style="list-style-type: none">• “N”, do not select a year• “Yes” or “Partial”, select the year that the wetland was certified.
BIA Range Unit #	Number assigned by BIA to the land.	Enter the BIA Range Unit Number for the tract. The BIA Range Unit Number cannot exceed 7 characters.
Congress Dist	Congressional district where the tract is located.	Enter the 2-digit congressional district. An entry is required in this field.
Physical Location	The county where the tract is physically located.	
Change Location County	Allows the user to change the physical location county.	PRESS “Change Location County”; the Select a State and County Screen will be displayed. See paragraph 113 for further information on the Select a State and County Screen.
Farmland	Farmland acres for the tract.	Adjust the farmland acres as necessary. An entry is required in this field. Note: When tract level farmland acres are adjusted, the farm level farmland acres will be adjusted automatically when “Submit” is pressed.
Cropland	Cropland acres for the tract.	Adjust the cropland acres as necessary. Note: When tract level cropland acres are adjusted, the farm level cropland acres will be adjusted automatically when “Submit” is pressed.
Double-Crop	Double-crop acres for the tract. *-- Note: Double-crop acres cannot exceed effective DCP cropland for the tract.--*	Adjust the double-crop acres as necessary. Note: When tract level double-crop acres are adjusted, the farm level double-crop acres will be adjusted automatically when “Submit” is pressed.

152 Tract Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
NAP Crop Acres	NAP crop acres for the tract.	Adjust the NAP crop acres as necessary. See paragraph 25 for further information on classifying NAP crop acres. Note: When tract level NAP crop acres are adjusted, the farm level NAP crop acres will be adjusted automatically when “Submit” is pressed.
CRP MPL Acres	CRP MPL acres for the tract.	See paragraph 153 to adjust tract level CRP MPL acres.
FAV/WR History	FAV/WR history for the tract determined based on 1991 through 1995 FAV plantings and/or 1998 through 2001 FAV plantings.	Select: <ul style="list-style-type: none">• “Yes” if farm has FAV/WR history• “No” if farm does not have FAV/WR history.
Eff DCP Cropland	Effective DCP cropland acres for the tract will be automatically calculated when “Submit” is pressed.	
DCP Cropland	DCP cropland acres for the tract.	Adjust the DCP cropland acres as necessary. Note: When tract level DCP cropland acres are adjusted, the farm level DCP cropland acres will be adjusted automatically when “Submit” is pressed.
CRP Cropland	CRP cropland acres for the tract.	See paragraph 153 to adjust tract level CRP cropland acres.
WBP Acres	WBP acres for the tract.	Adjust the WBP acres as necessary. See paragraph 25 for further information on classifying WBP acres. Note: When tract level WBP acres are adjusted, the farm level WBP acres will be adjusted automatically when “Submit” is pressed.
WRP/EWP Acres	WRP/EWP acres for the tract.	Adjust the WRP/EWP acres as necessary. See paragraph 25 for further information on classifying WRP/EWP acres. Note: When tract level WRP/EWP acres are adjusted, the farm level WRP/EWP acres will be adjusted automatically when “Submit” is pressed.

152 Tract Data Screen (Continued)

C Fields (Continued)

Field/Button	Description	Action
State Consv	State conservation acres for the tract.	Adjust the State conservation acres as necessary. See paragraph 25 for further information on classifying State conservation acres. Note: When tract level State conservation acres are adjusted, the farm level State conservation acres will be adjusted automatically when “Submit” is pressed.
Other Consv	Total other conservation acres for the farm.	Adjust the other conservation acres as necessary. See paragraph 25 for further information on classifying other conservation acres. Note: When tract level other conservation acres are adjusted, the farm level other Conservation acres will be adjusted automatically when “Submit” is pressed.
GRP Acres	GRP acres for the tract.	Adjust the GRP acres as necessary. See paragraph 25 for further information on classifying GRP acres. Note: When tract level GRP acres are adjusted, the farm level GRP acres will be adjusted automatically when “Submit” is pressed.
HEL	Highly erodible land determination for the tract.	Select the HEL determination applicable to the tract. Selection is required if the tract has highly erodible land. See 6-CP for additional information on HEL determinations.
Wetland	Wetland determination for the tract.	Select the wetland determination applicable to the tract. Selection is required if the tract has a wetland. See 6-CP for additional information on wetland determinations.
WL Violations	Wetland violations for the tract.	Select the wetland violations applicable to the tract. Selection is not required. See paragraph D for additional information on WL violations.
Submit	The “Submit” button saves changes made to any of the information on the Tract Data Screen.	The “Submit” button must be pressed if any changes are made to the information on the Tract Data Screen.

152 Tract Data Screen (Continued)

D Wetland Violations

Selection of wetland violations is not allowed unless the tract has been designated as having either a "WL or farmed WL under natural conditions and no drainage has occurred" or "WL determinations not complete".

If the user selects, "An agricultural commodity has been planted on a converted wetland.", then the user must also select, "Wetland converted after November 28, 1990".

***--E Adjusting Double-Crop Acres After Enrolling in a CRP Contract**

Tract level double-crop acres **cannot** exceed tract level effective DCP cropland acres. This validation may affect farms that are enrolled in CRP.

When a farm is enrolled in CRP, County Offices **must** update the tract level CRP cropland acres. After the tract level CRP cropland acres are updated, the tract level effective DCP cropland is automatically reduced by the system. Because of the validation that double-crop acres cannot exceed effective DCP cropland, County Offices may need to reduce the double-crop acres on the Tract Data Screen to equal effective DCP cropland. This will only have to be done if the double-crop acres are greater than the effective DCP cropland after it was reduced because of CRP enrollment.

Example: Farm Number 100 has:

- 50 effective DCP cropland acres
- 25 double-crop acres

35 acres are enrolled in CRP and now farm number 100 has:

- 15 effective DCP cropland acres
- 25 double-crop acres

The County Office must access the Tract Data Screen to reduce the double-crop acres to 15 acres.--*

F Updating Tract Data

When valid entries are made on the Tract Data Screen and "Submit" is pressed, the system will update the current year and, if applicable, all future years tract data.

170 Crop Base Data Screen (Continued)

C Fields

The following table provides the field descriptions and actions for the Crop Base Data Screen.

Field/Button	Description	Action
Farm Crop Level		
Base Acres	Farm level base acres for the crop.	
Direct Yield	Farm level direct yield for the crop.	See paragraph 173 for information on when the farm level direct yield may be adjusted.
CC Yield	Farm level counter-cyclical yield for the crop.	See paragraph 173 for information on when the farm level counter-cyclical yield may be adjusted.
Tract Crop Level		
Tract	Each tract number associated with the farm.	
Base Acres	Crop base acres for each tract.	*--County Offices shall follow 1-DCP to adjust base acres.--*
Adjustment Reason	The reason that the base acres are being adjusted. See subparagraph D.	Selection of an adjustment reason is required when a change is made to base acres.
Dir Yield	Crop direct yield for each tract.	*--County Offices shall follow 1-DCP to adjust direct yield.--*
Adjustment Reason	The reason that the direct yield is being adjusted. See subparagraph E.	Selection of an adjustment reason is required when a change is made to the direct yield.
CC Yield	Crop counter-cyclical yield for each tract.	*--County Offices shall follow 1-DCP to adjust counter-cyclical yield.--*
Adjustment Reason	The reason that the counter-cyclical yield is being adjusted. See subparagraph E.	Selection of an adjustment reason is required when a change is made to the counter-cyclical yield.
Submit	The "Submit" button saves changes made to any of the information on the Crop Base Data Screen.	The "Submit" button must be pressed if any changes are made to the information on the Crop Base Data Screen.

D Messages

One of the following messages will be displayed on the Crop Base Data Screen:

- "Total Base Acres under Eff DCP Cropland plus Double-Crop Avg by (number of acres)"
- "Total Base Acres over Eff DCP Cropland plus Double-Crop Avg by (number of acres)"
- "Total Base Acres equal to Eff DCP Cropland plus Double-Crop Avg".

170 Crop Base Data Screen (Continued)

E Base Adjustment Reason Codes

Following are the base adjustment reason codes and when each shall be used.

Reason	Use When
CCC-505 Perm Red	Base acres are permanently reduced using CCC-505. Notes: This reason code shall not be used if CCC-505 is used to enroll in CRP. Use “CCC-505 CRP Red” reason code. This reason code shall not be used if CCC-505 is completed by COC to correct an out-of-balance tract. Use “COC Reduction” reason code.
CCC-517	Base acres are redistributed using CCC-517.
Appeal	Base acres are corrected because of an appeal.
In-Transfer	Base acres are added because of an in-transfer.
Relief Given	Base acres are corrected because of relief being authorized by DAFP.
Peanuts	Peanut base acres are added.
CCC-505 CRP Red	Base acres are reduced using CCC-505 when a farm enrolls into a CRP-1. Note: This code shall not be used if CCC-505 is used for anything other than enrolling in CRP. Use “CCC-505 Perm Red” or “COC Reduction” reason code.
CRP Expired/Term	Base acres are increased according to CCC-505 completed when the farm enrolled in CRP. See 1-DCP for additional information.
CLU Certification	Base acres are increased according to CCC-505 completed before CLU certification. See paragraph 172 for further information on when base acres reduced on CCC-505 can be restored when CLU is certified.
COC Reduction	Base acres are reduced by COC because of an out-of-balance tract. See subparagraph 171 D for further information on COC reductions because of an out-of-balance tract.
COC Redistribution	Base acres are redistributed by COC because of an out-of-balance tract. See subparagraph 171 D for further information on COC redistribution because of an out-of-balance tract.

171 Out-of-Balance Tracts (Continued)

C Balancing Tract Data (Continued)

- if the farm can support the excess base acres on the out-of-balance tract, the owner or owners of the tract with the excess base acres shall be notified and given the opportunity to either redistribute using CCC-517 or permanently reduce the acreage; refer to *--paragraph 244 for instructions on completing CCC-517.--*

The County Office shall mail a letter to the owner or owners of the tract that is out-of-balance. The following is an example of what should be in the letter.

“Tract number XX on farm number XX has more base acreage than effective Direct and Counter-Cyclical Program (DCP) cropland plus double-cropped acres. The excess base acreage on tract XX must be redistributed to the other tracts on the farm or be permanently reduced. If you do not contact this office and complete CCC-517, Tract Redistribution Form, and/or CCC-505, Voluntary Permanent DCP Base Acreage Reduction, within 30 calendar days from the date of this letter, the County Committee will redistribute the tract’s excess base acres to the other tracts on the farm based on each tract’s available effective DCP cropland. If the tract has base acreage for more than 1 crop, the excess base acreage for the crop having the lowest DCP direct payment per acre will be redistributed first.”

D County Office and COC Action

If the tract owners do not complete CCC-517 and/or CCC-505 within 30 calendar days, the following action shall occur:

- the County Office shall:
 - complete CCC-505, if applicable
 - obtain COC approval on CCC-505, if applicable
 - redistribute excess base acres, according to Exhibits 5 and 14, DCP direct lowest paying crops first
 - file the producer letter and CCC-505, if applicable, in the farm folder
- COC shall:
 - if approved, initial CCC-505 completed by the County Office, if applicable
 - document redistribution in the COC minutes.

Note: CCC-517 must be signed by all owners on the farm to be considered complete. If all owners do not sign CCC-517 within 30 calendar days of notification, CCC-517 will be considered null and void and the County Office shall follow procedure in this paragraph to redistribute and/or permanently reduce excess base acres.

171 Out-of-Balance Tracts (Continued)**D County Office and COC Action (Continued)**

Because redistributing the base acres on the farm does not affect any participant's eligibility for payments, the action taken by COC is not appealable according to 1-APP. The County Office shall provide the owners with an updated copy of FSA-156EZ and a notification letter explaining the action and that it was based on the letter dated (insert date of letter sent according to subparagraph C). The letter should inform the owners of the acres, by crop that were redistributed to the other tracts on the farm. According to 1-APP, the letter shall inform the owners:

- that the COC decision is not appealable
- the reasons why the decision is not appealable.

Refer to 1-APP for further information.

E Worksheet for Adjusting Acres

Exhibit 13 contains a manual worksheet and instructions for redistributing acres on out-of-balance tracts.

Exhibit 14 contains instructions for redistributing acres on out-of-balance tracts using the semi-automated redistribution spreadsheet. The semi-automated redistribution spreadsheet shall be downloaded according to this table.

Step	Action
1	Open Internet Explorer.
2	ENTER " http://dc.ffasintranet.usda.gov/farmbill/ " on the address line and PRESS "Enter".
3	Click on "Shared Documents", located on the left-hand side of the page under the "Quick Launch" heading.
4	Right click on "Out-of-Balance Tracts", located under the "File Name" heading.
5	Select "Save Target As..." from the menu.
6	Save the spreadsheet to a directory on the computer.

171 Out-of-Balance Tracts (Continued)**F Adjusting Yields**

As base acres are redistributed among tracts, the tract level DCP yields must be manually adjusted if the tracts involved in the redistribution of acres have different tract level yields. The following is an example:

- tract 1:
 - 100 corn base acres
 - 125 bushel tract direct yield
 - 130 bushel tract counter-cyclical yield
- tract 2:
 - 100 corn base acres
 - 75 bushel tract direct yield
 - 80 bushel tract counter-cyclical yield.

Tract 2 redistributes 20 corn base acres to tract 1. Recalculate tract 1's yields according to the following table.

Step	Action
1	Multiply the base acres being redistributed from tract 2 (20) times tract 2's direct yield (75) to establish the bushel extension (1,500).
2	Multiply the base acres being redistributed from tract 2 (20) times tract 2's counter-cyclical yield (80) to establish the bushel extension (1,600).
3	Multiply the base acres on tract 1 (100) times tract 1's direct yield (125) to establish the tract's bushel extension (12,500).
4	Multiply the base acres on tract 1 (100) times tract 1's counter-cyclical yield (130) to establish the tract's bushel extension (13,000).
5	Total the bushel extension in step 1 (1,500) and step 3 (12,500) to establish the total bushel extension (14,000).
6	Total the bushel extension in step 2 (1,600) and step 4 (13,000) to establish the total bushel extension (14,600).
7	Total the base acres from step 1 or 2 (20) and step 3 or 4 (100) to establish the resulting corn base acres on tract 1 (120).
8	Divide the results of step 5 (14,000) by the total base acres from step 7 (120) to establish the new direct yield for tract 1 (117).
9	Divide the results of step 6 (14,600) by the total base acres from step 7 (120) to establish the new counter-cyclical yield for tract 1 (122).

Note: The farm level yields shall not be increased or decreased when recalculating the tract yields.

171 Out-of-Balance Tracts (Continued)

G Redistributing Base Acres Using CCC-517 Before Enrolling in CRP

Owners may have to permanently reduce base acres using CCC-505 when part of a farm is enrolled in CRP to avoid an out-of-balance tract. Owners may not want to permanently reduce the base acres on the tracts being enrolled in CRP. In this situation, County Offices shall do the following.

Step	Action
1	<p data-bbox="414 506 1477 611">*--Have the owners complete and sign CCC-517, according to paragraph 244, to--* redistribute the base acres on the farm so that the base acres that the owners want to reduce are on the tracts being enrolled into CRP.</p> <p data-bbox="414 653 1325 720">Note: All owners on the farm must sign CCC-517 agreeing to the base redistribution.</p>
2	Correct the base acres through farm maintenance.
3	Initiate CCC-505 to permanently reduce the base acres that were redistributed to the tracts being enrolled in CRP.

*--248 Potentially Missing Farm Producers Report

A Overview

The Potentially Missing Farm Producers Report identifies operators and other producers who may have been erroneously omitted from the listed farm during farm records migration. To print the Potentially Missing Farm Producers Report, on the Report Selection Screen, select “Potentially Missing Farm Producers Report” and CLICK “Submit”. The Missing Farm Producers Screen will be displayed.

B Example of Missing Farm Producers Screen

Following is an example of the Missing Farm Producers Screen.

The screenshot shows a web browser window titled "Report Data Selection - Microsoft Internet Explorer". The address bar shows "https://inlet.tc.fsa.usda.gov/frs/". The page header includes the USDA logo and "United States Department of Agriculture Farm Service Agency". The main content area is titled "Missing Farm Producers". On the left, there is a "Links" menu with options: "Farm Records Links", "Home Page", "Farm Data Management", "Reconstitutions", "Farm Tract", and "Log Out". The main content area contains a table with the following data:

STATE	COUNTY	YEAR	FARM	TRACT
MS	Coahoma	2007	Not selected	Not selected

Below the table, there is a "County:" label followed by a dropdown menu showing "Coahoma". At the bottom of the form, there are two buttons: "Submit" and "Cancel".

To print the Potentially Missing Farm Producers Report, select the county from the drop down box and CLICK “Submit”. The Potentially Missing Farm Producers Report will be displayed.--*

248 Potentially Missing Farm Producers Report (Continued)

C Example of Potentially Missing Farm Producers Report

Following is an example of the Potentially Missing Farm Producers Report.

Mississippi
Coahoma
Report ID MISOPS

U.S. Department Of Agriculture
Farm Service Agency

Prepared: 7/20/06 5:39 AM
Page: 1 of 1

Report of Potentially Missing Farm Producers

The producers shown below may have erroneously been omitted from the specified farms during the migration of data into the new Farm Records database. Please use Farm Data Management to review the operators and other producers for the year(s) indicated.

Producer Type	Year	Farm	Tax ID Last 4	Tax ID Type	Producer Name
Operator	2005	10	1234	S	John Smith
		52	4321	E	Smith Farms
	2006	143	1111	S	Bill Jones
		532	2222	S	Bob Watson
Other Producer	2006	10	5432	S	Jane Doe
		52	8745	E	Doe Farms

248 Potentially Missing Farm Producers Report (Continued)**D County Office Action**

County Offices shall review the Potentially Missing Farm Producers Report to determine whether the listed producers should be added as operators or other producers on the listed farm. If the producer should not be added as an operator or other producer, no action is necessary. If the listed producer should be added as an operator or other producer, complete the following to add the producer as an operator or other producer on the listed tract:

- access the Farm Selection Screen according to paragraph 92
- enter the farm number in the “Selection” section on the Farm Selection Screen
- to add the producer as:
 - operator, select “Farm Data / Operator” in the “Data” section on the Farm Selection Screen
 - other producer, select “Other Producers” in the “Data” section on the Farm Selection Screen
- CLICK “Submit”.

The applicable screen will display for the farm. See paragraph:

- 130 for instructions on adding the producer to the farm as an operator
- 211 for instructions on adding the producer to the farm as an other producer.--*

249-260 (Reserved)

Part 11 (Reserved)

261-274 (Reserved)

***--Part 12 Using Query/36**

275 Printing Temporary Query/36 Reports

A Introduction

Menu M00000, Option 6 allows County Offices to do any of the following:

- execute temporary Query/36 reports that have been downloaded from National or State Offices
- print County Office designed Query/36 reports.
- select any Query/36 report from any library
- print or process queries and automatically update the file prefix for multi-County Offices
- change record selection criteria without having to access the actual query.--*

--275 Printing Temporary Query/36 Reports (Continued)*B Printing Temporary Query/36 Reports**

Print temporary Query/36 reports according to the following.

Step	Menu or Screen	Action	Result
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".	
2	FAX09002	Select the appropriate County Office, if applicable, and PRESS "Enter".	
3	FAX07001	ENTER "11", "PFC/DCP/Compliance", and PRESS "Enter".	
4	M00000	ENTER "6", "DisplayWrite 36 and Query 36 Reports", and PRESS "Enter".	
5	MCD600	ENTER "5", "Print Temporary Query Reports", and PRESS "Enter".	
6	MCD6051	Enter appropriate query name.	Cursor will move to "Select Records" field. If the query name is less than 8 characters, PRESS "Field Exit" to move cursor.
7		ENTER "Y" to select records or ENTER "N" to bypass record selection.	Cursor will move to "Query Library" field.
8		Enter appropriate query library name. PRESS "Enter" to process selected Query.	<ul style="list-style-type: none"> • "MUKQRY" procedure will begin. • Report will print on default printer.

--*

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CLU	common land unit	28, 64, 170, 172
CW	converted wetland	131, 154
EWP	Environmental Watershed Protection Program	26
FAV	fruits and vegetables	28, 66, 130, 152, Ex. 18
FRS	Farm Records Management System	2, 69, 70, 91, 92, 112, 243
FSFL	farm storage facility loan	66
GRP	Grassland Reserve Program	26, 152
HEL	highly erodible land	1, 25, 131, 152, 154, 243, 246
LAA	local administrative area	51
LTA	long-term agreement	67, 68
MPL	marginal pastureland	2, 130, 152, 153, Ex. 18
PCW	planted converted wetland	131, 154
SCIMS	Service Center Information Management System	1, 70, 92, 102, 105, 130, 155, 211, 226, 246
WC	wetland conservation	1, 25

Redelegations of Authority

This table lists the redelegations of authority for this handbook.

Redelegations	Reference
COC may redelegate to CED the authority to approve in and out transfers of land between counties.	63, 68, Ex. 10

FSA-179, Transfer of Farm Records Between Counties

A Preparing FSA-179

Prepare FSA-179 according to the following instructions.

Item Number	Instructions
Part A – Request for Transfer	
1	Enter name and address of operator for the current year.
2	Enter name and address of owner for the current year.
3	Indicate who initiated the transfer request.
4A and 4B	Enter name of county and State to which transfer is requested.
5	Indicate the reason for transfer. If “DAFP Approval” is selected as the reason for transfer, specify the reason that the transfer is being submitted to DAFP for approval.
6	Have all owners and the operator sign and date. Note: If transfer was initiated by COC, no signature is required.
Part B – Action by Transferring County	
7	Indicate the name of the transferring county.
8	Indicate the farm number of the farm being transferred
9	Enter legal description, location, or other description necessary to positively identify the tract or farm to be transferred. If transfer is initiated in receiving county, location shall be entered by receiving county and corrected where necessary by transferring county. In case of proposed combination, also enter any pertinent factors about operation of a single farming unit.
10	List all forms and documents being transferred. See paragraph 75.
11A and 11B	Indicate whether transferring COC recommends approval or disapproval. If disapproval, enter reason
12A and 12B	A member of the transferring COC shall sign and date. Note: COC may redelegate to CED the authority to approve in and out transfers of land between counties.
Part C – Action by Receiving County	
13A and 13B	Indicate whether receiving COC recommends approval or disapproval. If disapproval, enter reason.
14	Enter the receiving county farm number assigned to the transferred farm.
15	Enter the crop year for which the transfer is effective.
16A and 16B	A member of the receiving COC shall sign and date. Note: COC may redelegate to CED the authority to approve in and out transfers of land between counties.

FSA-179, Transfer of Farm Records Between Counties (Continued)

A Preparing FSA-179 (Continued)

Item Number	Instructions
Part D – Action by Representative of State Committee	
17A and 17B	Use for transfers between States. Indicate whether transferring STC recommends approval or disapproval. If disapproval, enter reason.
17C and 17D	A member of the transferring STC shall sign and date. Note: STC may redelegate to SED the authority to approve in and out transfers of land between counties.
18A and 18B	Use for transfers between States. Indicate whether receiving STC recommends approval or disapproval. If disapproval, enter reason.
18C and 18D	A member of the receiving STC shall sign and date. Note: STC may redelegate to SED the authority to approve in and out transfers of land between counties.
Part E – Action by Representative of DAFP	
19A, 19B, 19C, and 19D	For use by a DAFP representative only.

FSA-179, Transfer of Farm Records Between Counties (Continued)

B Example of FSA-179

Following is an example of FSA-179.

This form is available electronically.		Form Approved - OMB No. 0560-0253	
FSA-179 (08-30-05)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
TRANSFER OF FARM RECORDS BETWEEN COUNTIES <i>(See Page 2 for Privacy Act and Public Burden Statements.)</i>			
1. NAME AND ADDRESS OF OPERATOR		2. NAME AND ADDRESS OF OWNER	
		3. ACTION INITIATED BY: <input type="checkbox"/> OWNER <input type="checkbox"/> OPERATOR <input type="checkbox"/> COUNTY COMMITTEE	
PART A - REQUEST FOR TRANSFER It is requested that records for the below identified farm be transferred so that such land will be considered as located in the county and State indicated here.			
4A. COUNTY		4B. STATE	
5. REASON FOR TRANSFER (check appropriate box below): <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Physically Located in Receiving County</div> <div style="width: 50%;"><input type="checkbox"/> Combination With Other Farms Operated by Same Person</div> <div style="width: 50%;"><input type="checkbox"/> County Office Closure</div> <div style="width: 50%;"><input type="checkbox"/> Principle Dwelling of Operator Changed</div> <div style="width: 50%;"><input type="checkbox"/> Change in Operation of Land</div> <div style="width: 50%;"><input type="checkbox"/> Change has Occurred to Make Another Office More Accessible</div> <div style="width: 50%;"><input type="checkbox"/> DAFP Approval (Specify: _____)</div> </div>			
6A. SIGNATURE OF OWNER(S)	6B. DATE SIGNED (MM-DD-YYYY)	6C. SIGNATURE OF OPERATOR	6D. DATE SIGNED (MM-DD-YYYY)
PART B - ACTION BY TRANSFERRING COUNTY 7. NAME OF TRANSFERRING COUNTY 8. FARM NO. 9. LOCATION OF FARM			
10. FORMS AND DOCUMENTS TRANSFERRED:			
11A. COUNTY COMMITTEE RECOMMENDS:		11B. IF DISAPPROVAL, GIVE REASON:	
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
A copy of FSA-156EZ and a copy of all related records are transmitted herewith supporting the history data and related base acres that have been established for this tract of land.			
12A. SIGNATURE OF COUNTY COMMITTEE MEMBER		12B. DATE SIGNED (MM-DD-YYYY)	
PART C - ACTION BY RECEIVING COUNTY 13A. COUNTY COMMITTEE ACTION: 13B. IF DISAPPROVED, GIVE REASON:			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			
14. FARM NUMBER ASSIGNED:		15. CROP YEAR EFFECTIVE:	
16A. SIGNATURE OF COUNTY COMMITTEE MEMBER		16B. DATE SIGNED (MM-DD-YYYY)	
PART D - ACTION BY REPRESENTATIVE OF STATE COMMITTEE 17. TRANSFERRING STATE:			
17A. TRANSFER RECOMMENDED FOR:		17B. IF DISAPPROVAL, GIVE REASON:	
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
17C. SIGNATURE OF STC REPRESENTATIVE		17D. DATE SIGNED (MM-DD-YYYY)	
18. RECEIVING STATE (For transfer across State line): 18A. TRANSFER RECOMMENDED FOR: 18B. IF DISAPPROVAL, GIVE REASON:			
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
18C. SIGNATURE OF STC REPRESENTATIVE		18D. DATE SIGNED (MM-DD-YYYY)	
PART E - ACTION BY REPRESENTATIVE OF DAFP 19A. DAFP ACTION: 19B. IF DISAPPROVAL, GIVE REASON:			
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
19C. SIGNATURE OF DAFP REPRESENTATIVE		19D. DATE SIGNED (MM-DD-YYYY)	
<small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D. C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.</small>			
<input type="checkbox"/> Original (Receiving County)		<input type="checkbox"/> State Office	
		<input type="checkbox"/> Transferring County	

FSA-179, Transfer of Farm Records Between Counties (Continued)

B Example of FSA-179 (Continued)

FSA-179 (08-30-05) Page 2

NOTE: The following statement is made in accordance with Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Farm Security and Rural Investment Act of 2002 (Pub L. 107-171). The information will be used to transfer your farm. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in the denial of your farm transfer. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0253. The time required to complete this information collection is estimated to average 10 minutes/hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

Semi-Automated Redistribution Spreadsheet for Out-of-Balance Tracts

A Introduction

The spreadsheet shall **not** be completed for farms with any of the following conditions.

- CRP pending acres have **not** been moved to DCP pending. See paragraph 192.
- Farm level CRP acres are **not** equal to tract level CRP acres. This situation will cause incorrect redistribution factors. See paragraph 191.
- Base acres are in excess of the effective DCP cropland plus double-cropped acres on the farm. The base acres must be reduced to get the farm in-balance according to 1-DCP.
- CRP-15 reduction acres are present on any tract on the farm. These tracts shall **not** be adjusted until CRP-1 expires or the farm is reconstituted.
- Tracts with double-cropped acres exceeding the effective DCP cropland acres.

County Offices shall use the instructions in subparagraphs B and C to complete the semi-automated redistribution spreadsheet for out-of-balance tracts.

B Instructions

Following are instructions for completing the semi-automated redistribution spreadsheet.

Item	Instructions
Header	Enter the farm number and tract number(s).
1	Enter the DCP cropland for each tract.
2	If applicable, enter the CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acres for each tract.
3	
4	If applicable, enter the double-cropped acres for each tract.
5	
6	Enter the base acres by crop for each tract.
7	
8a	
8b	
9	
10	Enter the acres of each crop to be redistributed to the tracts with excess DCP cropland. The only tracts that will have data in this section are those with values in item 8a. DCP direct lowest paying crops shall be redistributed first or, if applicable, the owners of the out-of-balance tracts may select the crops to be redistributed.
11	
12	

Note: This spreadsheet is only a tool. Some results may need to be adjusted because of rounding.

Semi-Automated Redistribution Spreadsheet for Out-of-Balance Tracts (Continued)

C Final Action

After completing subparagraph B, County Offices shall:

- print the semi-automated redistribution spreadsheet
- initial and date the spreadsheet
- ***--if applicable, have the owners complete CCC-517 according to paragraph 244 showing--***
the new tract level base acres that were determined by the spreadsheet in item 12

Note: CCC-517 shall be completed only if the requirements in subparagraph 171 C were met **and** the owners are requesting the redistribution.

- enter the new tract level base acres from item 12 on the spreadsheet into farm maintenance according to paragraph 170

Note: Some results may need to be adjusted because of rounding.

- file the spreadsheet in the farm folder.